



# Maryland Judiciary

## Job Announcement

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<b>Opening Date:</b>	August 20, 2015	<b>Closing Date:</b>	Open until filled
<b>Job Title:</b>	Executive Aide II	<b>First Review Date:</b>	September 3, 2015
<b>PIN:</b>	060104	<b>Position Type:</b>	Regular Full Time
<b>Location:</b>	District Court Headquarters		At Will
	Office of the Chief Clerk	<b>FLSA Status:</b>	Non - Exempt
<b>Location:</b>	Annapolis, Maryland	<b>Grade/Salary:</b>	J11 \$41,767 - \$49,745
		<b>Financial Disclosure:</b>	No

**Essential Functions:** This position is responsible for administrative operations of the Office of the Chief Clerk. This position provides high-level administrative support by: answering, screening and routing telephone calls that come in from the general public, attorneys, law enforcement agencies and other officials; scheduling and making necessary travel arrangements for the Chief Clerk; conducting research as needed; compiling information and preparing draft analysis of queries from internal and external contacts on various procedural and policy concerns; preparing and reviewing correspondence, emails and reports; maintaining office filing system and library of the Chief Clerk to ensure accurate record keeping. The Executive Aide anticipates the Chief Clerk's needs and provides relief from administrative details to facilitate effective workflow. Uses the GEARS electronic procurement system to procure supplies and other needs for the office, as well as reviewing and balancing the Chief Clerk's monthly credit card transaction and expense account. Performs all other duties as assigned.

**Education:** High School Diploma or GED

**Experience:** Six years performing administrative or secretarial work in an Administrator, Executive or Senior Management work environment.

**Preferred:** Previous work experience in a court, legal environment or business office preparing legal documents. Familiarity with District Court procedures and processes.

**Note:** Applicants may substitute an Associate's Degree from an accredited college for two years of the required experience.

**Skills/Abilities:** Administrative support skills such as processing correspondence, drafting letters and memos, telephone coverage, scheduling and preparing materials for meetings; ability to use word processing software, and learn new software packages; ability to independently keep logs and track deadlines. The position requires the use of considerable judgment and independent action. Work requires a high level of discretion and often requires the use and handling of confidential information. Candidates for this position must be organized, efficient, dedicated, and loyal with the ability to handle multiple tasks simultaneously. Responsive to requests for information to both internal and external customers. Ability to communicate effectively with supervisor, and use good judgment in making decisions in absence of supervisor. Ability to work in a team. Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted). The candidate selected for this position will be subject to a background check.

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov)

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.